

**Cultural Affairs Assistant**  
Full Performance Level  
**Public Affairs Section (PAS)**

**04/09/2015**

**N71-6005-009**

**Non-Sensitive**

**This position is advertised under the Locally Employed Staff Program of the United States Mission in China. All applicants must already have relevant documentation to legally reside and work for the U.S. Government in China to be eligible for consideration. Non-Guangzhou resident Chinese Citizen must be able to submit the valid Family-Planning Certificate before reporting to work.**

**Position is subject to funding availability.**

**OPEN TO: All Interested Candidates**

**POSITION: Cultural Affairs Assistant**

**OPENING DATE: April 9, 2015**

**CLOSING DATE: April 23, 2015**  
**(Only applications received by the closing date will be considered)**

**WORK HOURS: Full-time; 40 hours/week**

**GRADE: Ordinarily Resident:**  
• **FSN-09 RMB 178,112 p.a.**  
(starting salary includes allowance and bonus)

**Not-Ordinarily Resident:**  
• **FP-05 USD 50,883 p.a.**  
(starting salary, final grade will be determined by Washington)

**Due to the large volume of applications, only short-listed candidates will be contacted.**

The U.S. Consulate in Guangzhou is seeking an individual for the position of **Cultural Affairs Assistant** with the **Public Affairs Office (PAS)**.

#### **BASIC FUNCTION OF POSITION**

The Cultural Affairs Assistant works under the direct supervision of the Public Affairs Officer, reviewed by the Beijing-based EducationUSA director, is responsible for two core areas related to U.S. /China student mobility for Guangzhou consular district: 1) advising students & parents on study abroad opportunities in the United States at the undergraduate and graduate level, and to a limited degree, opportunities at high school secondary and boarding schools; 2) provide higher education services to U.S and Chinese educational institutions. The Cultural Affairs Assistant is responsible for providing official, accurate, comprehensive and impartial advice on educational opportunities in the U.S. to students, parents and the Chinese media; developing and implementing the EducationUSA marketing and public outreach program.

A copy of the complete position description listing all duties and responsibilities is available in the Office of Human Resources.

## **REQUIRED QUALIFICATIONS**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants who fail to do so, or who do not meet the position's required qualifications, will not be considered for this position.

### **Education:**

- Bachelor degree in Behavioral Sciences, Social Sciences, Business, Marketing, Administration, Education, Technology, Humanities, or Design fields, and must have at least one year of full-time study abroad experience in the United States at the undergraduate or graduate level.

### **Experience:**

- Minimum three (3) years of experience in international higher education partnerships and exchanges, research, teaching, social and public services, program start-up, infrastructure-building and replication, leadership in international student affairs, on-campus or online counseling or advising, educational program management, instructional design and technology, Chinese and/or U.S. international education relationship-building, accreditation, educational professional organizations management, program or project management in educational, international organizations, or government institutions is required.

### **Language:**

- Level IV (Fluent) speaking/reading/writing English is required.
- Level IV (Fluent) speaking/reading/writing Chinese Mandarin is required.

### **Knowledge:**

- Must be highly knowledgeable about both U.S. and Chinese secondary and post-secondary educational systems. Must have thorough knowledge of U.S. undergraduate and graduate admissions processes and requirements, including financial aid and credentials evaluation required; Must have Knowledge about relevant information resources including education systems, testing, and U.S. laws and regulations governing international students required; Must have perspectives on political, economic, and social trends in both China and the U.S.

### **Abilities and skills:**

- Must have ability to work independently without constant supervision; Must have superior interpersonal skills required, including written and oral communication skills and strong public speaking skills; Must have sophisticated interviewing, counseling, problem solving and analytical skills; Must have cultural sensitivity, computer skills (Microsoft Office, Internet, PowerPoint, and social media), training skills, and management skills.
- Must be able to develop and manage a project budget; Must be able to travel throughout the Guangzhou consular district for professional programming; Occasional evening and weekend work will be required; Must be able to organize, run and present in professional development programs for U.S. and Chinese government and university officials, students and parents.

## **SELECTION CRITERIA**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

- All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications. When appropriate, the HR Office will administer necessary language and/or skills testing to confirm an applicant's qualifications. Applicants who are unavailable for testing will not be considered.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current LE Staff employees are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
- Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Current U.S. Citizen EFM employees who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Current Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Ordinarily Resident applicants or applicants without a U.S. social security number will be paid according to the Local Compensation Plan in local currency (RMB). There are no exceptions to this regulation.

### **TO APPLY**

Interested candidates for this position should submit the following:

1. Application for Employment as a Locally Employed Staff or Family Member DS-0174; **or**
2. A current resume or curriculum vitae that provides the same information found on the DS-0174; **or**
3. A combination of both; i.e. Sections 1 -24 of the DS-0174 along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. If the DD-214 is not submitted with the application, the applicant will not be considered for Veterans Preference.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Copy of passport showing Chinese Government approval to legally reside and work for the U.S. Government in China (does not apply to Chinese nationals, US EFMs, or EFMs).

**SUBMIT APPLICATION TO**  
Human Resources Office

U. S. Consulate General Guangzhou, China  
43 Hua Jiu Road, Zhujiang New Town, 510623  
Email: [GuangzhouHR@state.gov](mailto:GuangzhouHR@state.gov)  
(Please specify the position title in the subject line.)  
Fax: 86-20-3814-5161  
Website: <http://guangzhou.usembassy-china.org.cn/>

**CLOSING DATE FOR THIS POSITION: 11:59 P.M. Beijing Time, April 23, 2015**

The US Mission in Beijing provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**DEFINITIONS:**

**Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**U.S. Citizen Eligible Family Member (US EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Has the required work permits for employment in country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).